



SMALL PROCUREMENT DOCUMENTS

for Construction Related Professional Services - RFP, Proposal & Award per
AS 36.30.320 and 2 AAC 12.400

PART A - REQUEST FOR PROPOSALS

NOTE: State / FHWA/ FAA Small Procurement Limit is \$200,000; FTA Small Procurement Limit is \$150,000

GENERAL INFORMATION

These documents consist of three parts (Part A - Request for Proposals; Part B - Proposal Form; Part C - Contract Award, Notice to Proceed & Invoice Summary), -- **plus the current edition dated January 2018 of the Standard Provisions Booklet** (DOT&PF Standard Provisions for Small Procurements of Construction Related Professional Services) that is hereby incorporated by reference. The Booklet will not be distributed with any of the three parts; however a

copy may be obtained on our website at the following link: <http://www.dot.state.ak.us/procurement>. The Booklet contains copies of the Small Procurements Procedure (Chapter 2 of the PSA Manual), Appendix A (General Conditions), Appendix C (Compensation), Exhibit C-1 (Methods of Payment), Appendix D (Indemnification and Insurance), and Appendix E (Certification for Licenses and Insurance).

Project Title: Tok Cutoff Highway MP 8-22 Rehabilitation - Cultural Resources		Contracting Agency: Northern Region State of Alaska, Department of Transportation & Public Facilities, Division of Preconstruction Services	
Project Number(s): NFWY00763/0A13022			
RFP #: 25-23-1-046			
Project Site (City, Village, etc.): Tok Cutoff Hwy, Alaska			
Agency Contact: Ivet Hall, P.E., Engineering Manager		Phone: (907) 451- 5386 Email: ivet.hall@alaska.gov	
Estimated Amount of Proposed Contract:		<input type="checkbox"/> less than \$50,000 <input checked="" type="checkbox"/> \$50,000 to \$100,000 <input type="checkbox"/> \$100,000 to \$150,000 <input type="checkbox"/> \$150,000 to \$200,000	
Funding Source (check all that apply): <input type="checkbox"/> State <input checked="" type="checkbox"/> FHWA <input type="checkbox"/> FAA <input type="checkbox"/> FTA <input type="checkbox"/> Other:			
REQUIRED SERVICES: <input checked="" type="checkbox"/> are described in the enclosure consisting of two (2) pages, dated 03/15/2023 AND: <input type="checkbox"/> are described as follows:			
Notices to Proposers: 1.1 Any proposer listing as a member of their team a current public officer or a former public officer who has left State service within the past two (2) years must submit a sworn statement from that individual that the Alaska Executive Branch Ethics Act does not prohibit his or her participation in this project. If a proposer fails to submit a required statement, the proposal may be deemed nonresponsive or nonresponsible, and rejected, depending upon the materiality of the individual's proposed position. If required, submit the attached Former Employee's Certification of Eligibility (Form 25A270). The page limit noted below does not include this form. 1.2 The Civil Rights Office will be transitioning some of their databases into AASHTOWare. One of these that will be moving is the Bidder / Consultant Registration database. To assist the Civil Rights Office in this transition, all consultants and subconsultants will need to obtain an IRIS vendor ID with a 913 commodity code. The 913 commodity code is what AASHTOWare is looking for to pull the vendor information into AASHTOWare. If you already have an IRIS vendor ID, you can access the Vendor Self-Serve (VSS) system to add the 913 commodity code. If you do not have an IRIS Vendor ID, you need to establish one using the Vendor Self-Serve system. Instructions for creating a new account in the VSS system can be found under the Job Aids at the following link: https://dot.alaska.gov/aashtoware/docs/AWP-Vendor-Guidance-Procurement.pdf The Civil Rights Office would like to get everyone into AASHTOWare as soon as possible. To assist with this, Vendor IDs will be verified for the 913 commodity code as contracts are awarded and the Bidder/Consultant registration paperwork is checked. Note: Offerors shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the purchasing authority before proposal due date. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposals upon which award could not be made. Protests based upon any omission, error, or the content of the solicitation will be disallowed if not made in writing before the proposal due date.			
PERIOD OF PERFORMANCE:		Begin: March 2023 End: December 31, 2025	

PROPOSAL FORMAT

Written proposals to provide the required services shall consist of the enclosed "Part B - Proposal Form", completed as indicated, plus a **letter not to exceed four (8.5" x 11") pages**. If a Price Estimate

is required, the page limit does not include the Price Estimate. Proposals that exceed the page limit may be disqualified. Proposals may be emailed ~~or hand delivered~~ to the Contracting Agency.

PRICE AND METHOD OF PAYMENT

☐ **A Price Estimate is NOT required with your proposal.** The selected Offeror shall submit a Price Estimate within **one** business day following a request from the Contracting Agency.

☒ **A Price Estimate is required with your proposal.**

A Price Estimate shall include all tasks to perform the contract and be prepared in the format shown below. Note that a Price Estimate is not a bid. It is a negotiable offer. A Fixed Price contract is desirable; however, a Cost Reimbursement contract may result if a Fixed Price cannot be negotiated.

PRICE ESTIMATE FORMAT (if required per above)

Provide a proposed total hourly Billing Rate (i.e. inclusive of Direct Cost of Direct Labor, all Indirect Costs, and Fee) only for each of the job **FUNCTIONS** listed below. Note: Some of these functions may be performed by one or more employees of the Offeror or Subcontractors; consequently, an individual might be billed under the contract at different rates appropriate to the functions performed. **Only the maximum rate paid to any individual for each listed job function** - regardless of employer (Offeror or Subcontractor) - **must be provided**. Rates for lower paid individuals or for other job functions, if any, will be addressed during contract negotiations

JOB CLASSIFICATION	NAME	HOURLY BILLING RATE	
1. Contract Management	_____	\$ _____	(Estimated at 5% of total labor effort)
2. Project Management	_____	\$ _____	(Estimated at 5% of total labor effort)
3. Archaeologist	_____	\$ _____	(Estimated at 65% of total labor effort)
4. Historian	_____	\$ _____	(Estimated at 20% of total labor effort)
5. Architectural Historian	_____	\$ _____	(Estimated at 5% of total labor effort)

SUBMITTAL DEADLINE AND LOCATION

DATE: **MARCH 23, 2023**

PREVAILING TIME: **4:00 PM**

E-MAIL: ivet.hall@alaska.gov

E-Mail proposal to the email address listed above:

Ivet Hall, P.E.
Department of Transportation & Public Facilities
2301 Peger Road
Fairbanks AK 99709-5388
(907) 451-5386

Late proposals will not be considered. **Offerors** are responsible to assure timely delivery and receipt and **are encouraged to respond at least four business hours prior to the above deadline**. Any addendum issued less than 24 hours prior to a Deadline will extend that Deadline by a minimum of an additional 24 hours. The Contracting Agency shall not be responsible for any communication equipment failures or congestion and will not extend the deadline for any proposals not received in their entirety prior to the deadline. Except for hand delivered proposals, confirmation of receipt by telephone or other means four hours or less prior to deadline will **not** be provided. (An out-of-town/state Offeror may electronically transmit their proposal to a local personal representative who may reproduce a copy of it and deliver it "in person" to the submittal location prior to the deadline.)

BASIS OF SELECTION

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. Our intent, however, is to select a Contractor based on the following criteria:

- 1) Demonstrated comprehension of required services and proposed strategy for performance.
- 2) Relevant experience and credentials of proposed personnel including any subcontractors.
- 3) Reasonableness of proposed schedule for performance.
- 4) Price Estimate (**if** required with proposal).
- 5) Other (specify): NA

Proposals will be evaluated per Chapter 2 of the DOT&PF PSA Manual.

END OF PART A



SMALL PROCUREMENT DOCUMENTS PART B - PROPOSAL FORM

THIS COMPLETED FORM MUST BE THE FIRST PAGE. NO OTHER COVER SHALL BE USED.

Project Title: **Tok Cutoff Highway MP 8-22 Rehabilitation - Cultural Resources**
RFP No.: **25-23-1-046**

PROPOSAL REQUIREMENTS

Proposals shall demonstrate comprehension of the objectives and services for the proposed contract; include a brief overview of what will be done; and show a sequence and schedule for each important task. Assumptions made in formulation of the proposal and the support expected from the Contracting Agency shall be defined. The key individuals who will perform services shall be named (including all who would be "in responsible charge" (Ref: AS 08.48) for Architecture, Engineering and/or

Land Surveying with their Alaska registration number). Include a brief -- about one paragraph -- statement for each person named which describes **experience directly related** to the service(s) they will perform. Proposed subcontracts, if any, shall be explained. Resources -- support personnel, facilities, equipment, etc. -- current and projected workload could be summarized. Any **unique** qualifications or knowledge of the project, project area, or services to be provided, should be identified.

ALASKA STATUTORY PREFERENCES

☐ are ☒ are not applicable to this contract.

If applicable, check those preferences that you (Offeror) claim.

☐ Alaska Bidder (Offeror) **AND>>** ☐ Veterans **AND >>** ☐ Employment Program **OR** ☐ Disabled Persons
2 AAC 12.260(d) AS 36.30.175 if applicable AS 36.30.170(c) AS 36.30.170 (e & f)
Invalid claim(s) will result in the Offeror's disqualification for contract award.

PROPOSAL

The undersigned has reviewed Part A - RFP of these documents, understands the instructions, terms, conditions, and requirements contained therein and in the Standard Provisions Booklet, and proposes to provide the required services described in Part A in accordance with the attached letter which constitutes our proposal to complete the project.

By my initials below, I certify that the Offeror and all Subcontractors identified in the Proposal shall comply with all requirements for the following items as explained in the Standard Provisions Booklet:

- [] Alaska Licenses and Registrations.
- [] Insurance, including Workers' Compensation, Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.
- [] Professional Liability Insurance as follows:
 - ☒ Not Required.
 - ☐ Minimum of \$300,000
 - ☐ Minimum of \$500,000.
- [] Certification for Federal-Aid Contracts Exceeding \$100,000 (DOT&PF Form 25A262 Appendix A, General Conditions)

For Small Procurements over \$50,000, by signature on this form, the Offeror certifies that all services provided under this contract by the Contractor and all Subcontractors shall be performed in the United States. If the offeror cannot certify that all work is being performed in the United States, the Offeror must contact the Contracts Officer to request a waiver at least 24 hours prior to proposal deadline. The Offeror must provide with their submission a detailed description of the portion of work being performed outside the United States, where, by whom, and the reason the waiver is necessary. Failure to

comply with this requirement may cause the state to reject the proposal as non-responsive, or cancel the contract.

I further certify that I am a duly authorized representative of the Offeror; that this Proposal accurately represents capabilities of the Offeror and Subcontractors identified for providing the services indicated. I understand that these Certifications are material representations of fact upon which reliance will be placed if this contract is awarded and that failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Offeror and Subcontractors. This proposal is valid for at least ninety days.

Signature **and Date**

Name.....:
Title.....:
Offeror (Firm).....:
Street or PO Box.....:
City, State, Zip.....:
Telephone - Voice.....:
Telephone - Fax.....:
Email Address.....:

Federal Tax Identification No.:

Type of Firm (Check one of the following):

- ☐ Individual ☐ Partnership
- ☐ Corporation in state of.....:
- ☐ Other (specify)

END OF PART B

PROPOSED STATEMENT OF SERVICES

APPENDIX B

RFP No: 25-23-1-046
Program No: NFHWY00763
Federal No: 0A13022
Date Prepared: March 15, 2023

RFP No. 25-23-1-046 Tok Cutoff Highway MP 8-22 Rehabilitation - Cultural Resources

The Northern Region State of Alaska Department of Transportation and Public Facilities (Department), Division of Preconstruction Services is seeking Cultural Resources services for the Tok Cutoff Highway MP 8-22 Rehabilitation project.

The preliminary area of potential effect (APE) is defined as a 200-foot wide corridor (100-feet from center line on both sides of the road) of potential ground disturbance starting at milepoint 7.850 and ending at milepoint 22.007 on the Tok Cutoff Highway. Material sites may need to be developed for this project, but the location(s) are unknown at this stage of the project.

SCOPE

The Contractor shall evaluate the preliminary APE for the Tok Cutoff Highway MP 8-22 Rehabilitation project in order to prepare a Cultural Resources Report for the project. The Contractor will develop a historic context, following Section 106 and Office of History and Archaeology guidelines that will provide a framework within which to evaluate cultural resources for the National Register of Historic Places (NRHP). The context will define the important historical themes within the preliminary APE that will assist the archaeological survey crew in identifying historic properties.

All first-tier properties and historic buildings and structures (45 years or older) identified within the preliminary APE will be documented and evaluated for NRHP eligibility. The Contractor may also prepare figures for the Department's consultation with the State Historic Preservation Office (SHPO). The Contractor may be asked to evaluate the project's impacts upon the historic buildings and/or historic district.

The preliminary area of potential effect (APE) is defined as a 200-foot wide corridor (100-feet from center line on both sides of the road) of potential ground disturbance starting at milepoint 7.850 and ending at milepoint 22.007 on the Tok Cutoff Highway. The preliminary APE as defined here may be larger than the actual boundary needed by the time fieldwork is anticipated.

The results of the field investigations and analyses will be presented in a report that meets the guidelines of the DOT&PF and the SHPO. This report will include a natural and cultural setting, a discussion of the survey methods, results of the survey, recommendations for the NRHP eligibility determinations and assessments of effects, and if appropriate, recommendations for further documentation or evaluation efforts that may be needed. Following the acceptance of the Contractor's deliverables, the Department will consult with the SHPO and other consultant parties.

Schedule:

Field work: July/August 2023

Draft Report: November 2023

ADMINISTRATIVE REQUIREMENTS

Project Staff. All services must be performed by or under the direct supervision of the following individuals. Only prior written approval from the Department shall accomplish replacement of, or addition to, the Project Staff named below:

Name

Project Responsibilities

(list here key individual and their project assignments)

Contractor Name on Documents. No Contractor logos shall be allowed on any electronic or hard copy document produced for the Department. Contractor letterhead shall be allowed only as exhibits in document appendices.

Standards, Guidelines, References, and Software. As applicable, the Contractor shall use the most current editions of any publications of standards, guidelines, or references that have been adopted by the Department at the time that design services begin. Major changes in design guidance during the course of the project that change the design criteria may be addressed by amendment.

Submittal Requirements. Deliverables shall be compatible with Department standard software, and submitted in their original electronic format as well as PDF. Hard copies shall be submitted as required by the project managers of the specific projects.

Alaska Department of Transportation & Public Facilities
INSTRUCTIONS FOR AGENCY ISSUE AND CONTRACTOR BILLING

1. Agency Contract Manager – The Small Procurement Documents are organized for ***only one Notice-to-Proceed (NTP) to be issued with the Contract Award for all services to be provided so that accounting procedures do not become unnecessarily burdensome and costly*** (i.e., the Contractor is required to establish only one cost account for this contract). Also, this document (Pact C – Contract Award, Notice to Proceed & Invoice Summary) must be issued and signed by the Contracting Officer (or a written designee per DOT&PF Policy #01.01.050). All items with a text form field must be complete at the time this document is issued. Other items are completed by the Contractor with each billing. *Note: If a revised NTP is required, do not reissue this document; use the “c-2 ntp” or “c-3-cr.ntp” form.*
 2. Contractor – If this Contract Award & NTP is unacceptable, notify the Contracting Agency immediately. If acceptable, acknowledge by signature where indicated on page 1 ***on a copy*** of this document and return the signed copy within ten days after your receipt. ***Retain the unmarked, as issued, document to be used for reproduction and billing.***
 3. Contractor – Submit Invoices to the Agency Contract Manager named on page one of this document. Contractor may use the firm's invoice forms; however the Contractor must also ***provide a copy of page one of this form as the FACE PAGE of each invoice submitted and with the following entries under "Invoice Summary" and "Contractor's Payment Request" accurately completed:***
 - a) Indicate if the Invoice is for Progress or Final Payment and enter the Sequential Invoice Number for this Contract.
 - b) In each column (c, d, e, f & g) where there is an Authorized Amount, show amounts for: Prior APPROVED Payments; THIS INVOICE; Prior Payments plus this Invoice; and Balance of Authorized Amounts.
- Note** ***"Prior APPROVED Payments" amounts might not equal the total of all prior invoices if some items were disallowed or adjustments were made. If a prior billing has not been acknowledged with any payment, or a different amount from the billing was paid without any notification of the reason(s), Contractor may attach a request for an explanation and remedial action.***
4. Contractor – Sign and date under "CONTRACTOR'S PAYMENT REQUEST" thereby attesting to the following:

"By signature hereunder, the Contractor certifies entries to be true and correct for the services performed to date under or by virtue of said Contract and in accordance with AS 36.30.400. The Contractor further certifies that all applicable Federal, State and Local taxes incurred by the Contractor in the performance of the services have been paid and that all Subcontractors engaged by the Contractor for the services included in any invoice shall be fully compensated by the Contractor for such services."
 5. Contractor – Substantiate all charges on each invoice, other than for Fixed Prices or Fixed Fees, by attaching a summary of hours expended and hourly labor rate per employee; summary of units completed; subcontractor invoices; expense receipts, etc., or other proof of expenditures.
 6. Contractor - ***Prime Contractor's Labor and Indirect Cost shall be billed to the Contracting Agency within 45 days of performance. Subcontractors' Labor and Indirect Cost shall be billed to the Contracting Agency within 60 days of performance. All of the Contractor's and Subcontractors' Other Direct Costs (Expenses) shall be billed to the Contracting Agency within 90 days of being incurred. Charges submitted after the above stated times will, at the Contracting Agency's discretion, not be paid.***
 7. Contractor – When this Contract is approximately 75% complete, the Contractor shall determine if the Authorized Amount(s) might be exceeded; and, if so, shall provide an estimate of cost to complete. The Contracting Agency will determine after discussion with the Contractor if additional cost is reasonable and does not include costs that should be absorbed by the Contractor. If additional cost is validated, a negotiated Amendment will be executed which either (1) reduces the scope of services/work products required commensurate with the Authorized Amount(s), or (2) increases the Authorized Amount(s) to that required for completion of the original contract.
 8. Amendments – if required – will be issued per Article A8 of Appendix A, General Conditions, as contained in the Standard Provisions Booklet.

END OF PART C